



STANDARDS OF APPRENTICESHIP
adopted by

OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC REGION 9

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CARPENTERS		860.381-022	8000 HOURS
EXTERIOR-INTERIOR SPECIALISTS		842.361-030	8000 HOURS
MILLWRIGHTS		638.281-018	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of apprentices in the various branches of carpentry trades have been prepared by the employer and employee representatives with the assistance of the Registration Agency.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

All of Clark County and that portion of Skamania County west of the 122 degree meridian and south of the middle of the Lewis River.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: a. **Applicant must be Seventeen (17) years or age and have a high school diploma, GED or equivalent; or eighteen (18) years of age or older.**

 b. **Eighteen (18) years of age or older**

 c. **Provide Documentation of above**

Education: N/A

Physical: N/A

Testing: N/A

Other: **Note 1: The Committee will require applicants to attend a class designed to familiarize the applicant with the trade prior to being interviewed and placed in the ranked pool of eligibles.**

Note 2: Where possible, the Committee will also provide an orientation/pre-hire class prior to the applicant being placed in employment.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt per WAC 296-05-405(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(a)

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

8000 hours of reasonably continuous employment and experience in the principal operations of the carpenter, millwrights, and exterior-interior specialist trades.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period for Carpenters, Exterior Interior Specialist and Millwright shall be the first 1,600 OJT hours after the current registration to these standards. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Registration agency.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A contractor shall employ at least one (1) apprentice on any job site on which five (5) or more journey-level workers are employed and at least the equivalent of one (1) apprentice for every five (5) journey-level workers in his/her total work force.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Carpenters, Millwrights, and Exterior-Interior Specialist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	58%
3	2001 - 3000 hours	64%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	76%
6	5001 - 6000 hours	82%
7	6001 - 7000 hours	88%
8	7001 - 8000 hours	94%

Apprentices shall be paid the preceding wage scale over the period of apprenticeship, based on a percentage of the existing journey-level workers wage, plus all fringe benefits as per bargaining agreement.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Carpenter: **Approximate Hours**

The carpentry apprentice shall receive such instruction and experience in all branches of carpentry including the preparation of materials for installation, as are necessary to develop a practical and skilled tradesman versed in the theory and practice of the trade. He/she should also perform such duties in the shop and on-the-job as are commonly related to a carpentry apprenticeship. Following is a condensed schedule of work experience every apprentice should receive:

The work process to be learned and the approximate hours require for each are:

- 1. Form Building1400**
 - a. Patented panel systems installation**
 - b. Building and place straight concrete wall forms**
 - c. Shoring installation**
 - d. Build and place concrete forms for stairways, floors, walls and columns**
 - e. Concrete systems: lift-slab and tilt-up**
 - f. Re-fab Concrete Installation**
- 2. Welding and Burning500**
 - a. Arc**
 - b. Oxygen-acetylene**
- 3. Rough framing & Outside Finishing.....2300**
 - a. Floor, wall, roof and stair, etc., on residential and heavy construction**
 - b. Heavy timber construction**
 - c. Sheathing**
 - d. Application of cornice and wall trim**
 - e. Application of siding material**
 - f. Setting of door and window jambs**
 - g. Roof covering**

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- 4. **Inside Finishing. Acoustical & Finish hardware.**
Insulation. Fire stop and Seismic.....1550
 - a. **Application of standing and running trim**
 - b. **Install doorjambs**
 - c. **Fit doors and windows**
 - d. **Construction and setting cases, wardrobes and stairs**
 - e. **Installation of flooring materials**
 - f. **Plastics and paneling**
 - g. **Acoustical and Drywall (metal and wood), Ceilings, Walls and related materials, Finish hardware, Fitting and application to exterior and interior of building layout fire stop, Insulation Seismic**

- 5. **Layout700**
 - a. **Horizontal positioning of structure**
 - b. **Framing**
 - c. **Concrete form**

- 6. **Work Process.....1550**
 - a. **Care and Use of Tools and Woodworking Machinery**
 - b. **Walkways and Shed Construction**
 - c. **Safety and Protection Device Construction**
 - d. **Installation of Pre-Fabricated Modules**
 - e. **Scaffolding - Metal and Wood**
 - f. **Demo & Clean-up**

TOTAL HOURS: 8000

The committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards. Therefore, the committee will consider, for completion, any apprentice who attains a minimum of 8,000 hours of OJT during his/her four-year period of registration.

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B. <u>Exterior-Interior Specialists</u>	<u>Approximate Hours</u>
1. Framing & Wallboard.....	4500
a. Nail on, screw on, gypsum board	
b. Drywall trims and accessories	
c. Blueprint reading and layout	
d. Light & heavy gauge systems	
e. Light Iron Ceilings	
f. Insulation	
2. Ceilings, Doors and Clean Room.....	2000
a. Acoustical ceiling systems	
b. Doors, frames, and hardware	
c. Access floors, demountable systems, clean room partitions and ceilings	
3. Miscellaneous.....	1500
a. Welding	
b. Fire-stop	
c. Caulking	
d. Metal Lathe and accessories	
e. Scaffold	
f. Safety and Cleanup	
TOTAL HOURS:	8000

The committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards.

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C. Millwright:

Approximate Hours

The work process to be learned and the approximate hours required for each are:

1. **Introductory Training900**
 - a. Safe practices, safety precautions: clothing, eye and body protection, First Aid station location.
 - b. Tool room: names of tools, their uses, cost, care and repair of tools and equipment.
 - c. Operating simple machine tools
 - d. Work cards, identifying materials, and material cost
 - e. Good housekeeping: storing tools and accessories
 - f. Carpentry Forms, Concrete, Timber Framing
 - g. Drawing and Layout
 - (1) Blueprint reading
 - (2) Machine drawings
 - (3) Plant layout and layout plans
2. **Optical Tooling.....1325**
 - a. Set-up procedures of leveling transits builders level, laser equipment, precision levels optical micrometers, tilting levels, and jig transits.
 - b. Elevations, profiling, and surveying procedures
 - c. Reading the various measuring devices.
 - d. Names and uses of precision tools & get feel of instruments on predetermined sizes.
 - (1) Tri-square, protractor and center head
 - (2) Inside and outside micrometers
 - (3) Inside and outside calipers
 - (4) Dial indicator
 - (5) Depth Gauge
3. **Machine Shop Technique1600**
 - a. Plane surfacing, various metals, leveling, and holding work, shaper cutting tools, shaper speeds for job, strokes per minutes, setting ram position.
 - b. Measuring: checking to sketch or print
 - c. Vertical or side cutting, adjusting head
 - d. Angular and formwork: Engine Lathe
 - e. Straight and taper turning on center, preparation of material truing centers, holding of driving devices, lathe dogs, jigs, mandrel lathe cutting tools, speed and feeds, roughing, finishing cuts, knurling
 - f. Thread cutting
 - g. Taper attachment, offset tailstock

- h. Chuck work, face plate work, turning and boring, radial facing, form work, drilling, reaming, tapping, taper boring.
 - i. Various machine fits, tolerances and allowance, sliding and turning drive, force shrink Milling Machine.
 - j. Milling machine work: plane and slab milling, angular and side form or irregular.
 - k. Speeds and feeds.
 - l. Attachments and work holding devices, dividing head, vise and chuck, slotting, arbors and cutters.
 - m. Keyways, grooves
 - n. Welding
4. Bench and Floor4175
- a. Filing and fitting, scrapings, reaming, tapping, chipping, honing (oil stone), sharpening tools, cutting gaskets
 - b. Pneumatic tools, portable air and electric drills, hammers, grinders
 - c. Rabbitting
 - d. Testing and checking
 - e. Inspection
 - f. Rigging and Climbing
 - (1) Erection of scaffold
 - (2) Use of slings, hitches, pulleys, blocks, and chain hoists
 - (3) Setting up ladders and runways
 - (4) Miscellaneous equipment
 - (5) Safety methods
 - (6) Cable splicing
- 4.1. Installation
- a. Installation, erection and assembly of all machinery
 - b. Installation of special equipment and fixtures
 - c. Moving installations
 - d. Placement of brackets, benches, tables, stands, tanks
 - e. Template layouts to determine necessary floor space of machines
 - f. Machine footing, tightening hold down bolts
 - g. Testing and inspection
- 4.2. General Fabricating and Assembly
- a. Bearing, types and uses
 - b. Repair and setting of pumps
 - c. Proper lubrication of machinery
 - d. Direct and indirect alignment of motors

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- e. Packing and types, etc.
- f. Set-ups and repairs in shop
- g. Use and operation of jacks, mechanical hydraulic
- h. Conveyors, belt and chain
- i. Conveyors fabrication
- j. Precision level, care and use
- k. Machine rebuilding
- l. Disassembly

TOTAL HOURS: 8000

The committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards. Therefore, the committee will consider, for completion, any apprentice who attains a minimum of 8,000 hours of OJT during his/her four-year period of registration.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☐ () State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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A. The following is a condensed outline of the related technical information and general industrial subjects in which the apprentice should receive instruction:

- 1. Carpentry introduction: Orientation and Familiarization**
- 2. Tools and equipment**
- 3. Wood framing**
- 4. Safety: Accident prevention and first aid**
- 5. Construction materials**
- 6. Concrete forms and systems**
- 7. Blueprint reading, sawing and sketching**
- 8. Gas and electric welding**
- 9. Rigging and signaling**
- 10. Carpentry surveying**
- 11. Metal wall and ceiling components and systems**
- 12. Acoustics and drywall theory**
- 13. Exterior finish**
- 14. Interior finish, insulation and cabinetry**
- 15. Structure foundations and soil nature**
- 16. Supervision and communications**
- 17. Codes, zoning laws and legal instruments**
- 18. Roof and deck covering**
- 19. Millwrighting**
- 20. Seminars in skill development**
- 21. Math as required**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Apprentice Responsibilities

- a. As you are aware, this Committee is responsible under State Law for your Apprenticeship Program. A part of that responsibility is shared by you, the Apprentice, to cooperate with the Committee during the development of your career. As a part of this responsibility, you are hereby advised of the expectations and procedure concerning monthly progress reports, evaluation reports, and citations.**
- b. Apprenticeship Applicants are required to attend the Committee Meeting for consideration of their application for registration. Apprentice Applicants will be registered with an effective date being the date of the first dispatch. All Apprentices will be registered with an effective date being the date of first dispatch. All Apprentices will begin their related training classes per schedule by Willamette Carpenter Training Center, Inc. Apprentices must work for approved training agents. Working for an Employer not approved by this Committee may result in cancellation of the Apprentice's Agreement.**
- c. Work Progress Reports (W.P.R.)**
 - (1) You are to complete this form once each month, whether or not you are working. You are to submit the W.P.R.'s at time of re-rate with a re-rate slip signed by your and your employer.**
 - (2) You are to mail this form to:
Willamette Carpenter Training Center
6915 NE 42nd Avenue
Portland, OR 97218**
 - (3) YOU are to keep US informed of YOUR ADDRESS by using this form. (If you have a change of address, identify the change as NEW ADDRESS).**
 - (4) Failure to do these things will cause you to appear before the Committee to explain.**

2. Evaluation Reports:

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1. Every six months, your Employer is to evaluate you on your past performance and make the evaluation known on the appropriate work progress report form (W.P.R.). W.P.R.'s for the full six (6) month period under review - filed timely, on a month by month basis - are required for re-rate action.
2. Your Employer's failure to make this evaluation will cause you to lose a possible advancement in the program and may require you and your Employer to attend the next Committee meeting to explain.
3. **Citations:** A citation is a requirement from the Committee for you to appear at its next meeting.
 1. You are to answer a citation IN PERSON.
 2. If you cannot appear, through no fault of your own, a letter of explanation is required BEFORE the meeting date. It should be sent to the Willamette Carpenter Training Center, 6915 NE 42nd Avenue, Portland, OR 97218.
 3. A Citation/Proposal Cancellation notice requires you to appear IN PERSON and show cause why you should not be canceled from the Apprenticeship Program.

After probation, an apprentice in violation of his or her agreement will be placed on Notice. A given amount of time will be stated by the committee, 30, 45, 60 days, etc.

AN APPRENTICE CANCELED FOR CAUSE WILL NOT BE PERMITTED TO REGISTER IN THIS PROGRAM FOR A MINIMUM OF ONE (1) YEAR FROM THE EFFECTIVE DATE OF CANCELLATION.

Your Apprenticeship Career with this Committee is very important. The Committee wants to impress you with this importance and with its concern for your successful, uninterrupted completion of your Apprenticeship Program.

4. **Related Training (R.T.)**
 1. Related training as scheduled by the Committee requires approximately 160 hours per year. Classes are held at Willamette Carpenter Training Center for Fall, Winter, Spring, and Summer terms.

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2. **Tuition: Free to Apprentices working for Contractors who are signatory to the Master Labor Agreement.**
3. **Apprentices working for Non-Signatory Employers must pay a nominal fee.**
4. **Attendance: Each Apprentice will attend related training classes when scheduled. An Apprentice who has completed the R.T. requirements but not the O.J.T. are not required to attend Related Training classes.**
5. **Buck Slips: If for any reason an apprentice cannot attend related training as scheduled, a buck slip must be turned in with a letter on company letter head to say why the employer needs the apprentice to miss school; death in family or sickness doesn't need a company letter head. Only one buck slip a year is allowed without being cited to explain your reasons. You must show up in person if cited.**

Work process: The JATC would like to see every apprentice trained in all areas of the work process, but due to the trade, this may not always be possible. The P.E.T.S. (Performance Evaluated Training System) training has and does take care of this problem. Students are taught in a hands-on environment and classroom in all areas of the work process. This method is accepted by the United Brotherhood of Carpenters.

5. Advancement/Re-Rate Policy

1. **Advancement/re-rate is considered two (2) times a year. This also applies to consideration of recovery of re-rates lost because of a previous "Hold". The Committee is under no obligation to restore a lost re-rate. An Apprentice who has been HELD, must (time permitting) establish a long-term track record of corrective action before requesting recover of the lost re-rate.**
2. **A minimum of 750 hours O.J.T. are needed for each re-rate.**

1st Term	First 6 months
2nd Term	750 - 1000 hours
3rd Term	1500 - 2000 hours
4th Term	2250 - 3000 hours
5th Term	3000 - 4000 hours
6th Term	3750 - 5000 hours
7th Term	4500 - 6000 hours
8th Term	5250 - 7000 hours
9th Term	6000 - 8000 hours

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Approximately 80 hours of classroom training, as scheduled by the Committee are required for re-rate.

6. Credit for Prior Experience

1. Credit for prior experience will be applied upon completion of the probationary period of 1000 hours or deemed by the committee.
2. Credit will be allowed as follows:

Request for credit must be made on the Employer's letterhead stationary. Request must be made at completion of probationary period.

The Apprentice must be present for the Committee's consideration of the request.

3. Accelerated advancement (advance more than one period) will be evaluated upon Employer's recommendation at a committee meeting. This requires a letter on the Employer's letterhead. Only one accelerated advancement will be given.

Apprentice may be present for the Committee's consideration of the request for accelerated advancement. The apprentice may present his or her case to the JATC for accelerated advancements.

7. Complaint Resolution Procedure

A training agent/training agent applicant or apprentice/apprentice applicant who has a complaint with the Apprenticeship Program must proceed as follows:

1. Reduce the complaint to writing and submit same to this Committee through the W.C.T.C. no less than ten (10) days before the next Committee meeting date for placement on the agenda;
2. Attend the meeting and attempt a resolution of the dispute;
3. The resolution will be communicated to the grievance in person and so noted in the Committee minutes as applicable.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

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Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

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requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Committee shall consist of no less than four principal members and shall consist of equal numbers of representatives of Employers and Employees. There may be one, but no more than one, alternate Committee Member for each principal Committee Member.

Quorum: A quorum for the transaction of business shall consist of at least two Employer and two Employee representatives.

Program type administered by the committee: **GROUP JOINT**

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The employer representatives shall be:

**Robert Burgess, Chairman
PO Box 189
Tualatin, OR 97062**

**Harry Eilers
PO Box 767
Beaverton, OR 97075**

**Lonnie Kronsteiner
PO Box 1650
Coos Bay, OR 97420**

**Clancy Kelly, Jr.
200 Grand Blvd.
Vancouver, WA 98661**

**Kevin Knittel, Alternate
520 SW Yamhill
Portland, OR 97204**

**Dan Pelissier, Alternate
425 NW 10th Avenue #200
Portland, OR 97209**

The employee representatives shall be:

**Bruce Ashback, Secretary
12790 SE Stark Street 102
Portland, OR 97233**

**David Lantto
3427 Ash Street
North Bend, OR 97459**

**Ron Seawell
1125 SE Madison Street 207
Portland, OR 97214**

**Peter Hackett
340 SW 2nd
Corvallis, OR 97333**

**Douglas Doane, Alternate
2781 Maryland
Longview, WA 98632-3558**

**Ken Stroup, Alternate
12790 SE Stark Street 102
Portland, OR 97233**

**Paul Holvey, Alternate
PO Box 24809
Eugene, OR 97402**

**Carol Lane, Alternate
815 JQ Adams
Oregon City, OR 97045**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Ron Hansen, Training Coordinator
6915 NE 42nd Avenue
Portland, OR 97218**